

CCPRO Executive Committee Meeting

September 24, 2007

NCCCS Office, Room 501 A

Minutes

Present:

Mark Puterbaugh, President	Davidson County Community College
Kim B. Lawing, President-Elect	Cape Fear Community College
Dr. John Gossett, Past President	Mayland Community College
Becky Mulligan, Treasurer	Wayne Community College
Dr. Deborah Grimes, Eastern Region	Lenoir Community College
Lee Proctor, Central Region	Piedmont Community College
Kelly Pipes, Western Region	Wilkes Community College
Dr. Betty Adams	NCCCS
Paul Earls, Webmaster	Central Piedmont Community College
Dorie Richter, Historian	Beaufort County Community College

Absent:

Kimberly Blue, Secretary	Sandhills Community College
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President Mark Puterbaugh welcomed committee members to the meeting. Secretary Kimberly Blue was unable to attend the meeting due to a prior commitment and Deborah Grimes volunteered to take minutes.

Treasurer's Report:

No financial report was given at this meeting.

Secretary's Report:

No secretary's report was given at this meeting. However, it should be noted that minutes of past meetings can be found on CCPRO's website for review.

2007 Summer IIPS Conference

Mr. Puterbaugh began by thanking Kim Lawing, President-Elect, for her involvement in the planning process of the Planning and Research sessions of the 2007 IIPS Summer Conference. Mark also thanked Paul Earls, Webmaster, for updating the CCPRO website. Everyone agreed the website looked great. The committee also appreciates the handouts from the past IIPS Conference being located on the website. Mark thanked Lee Proctor for coordinating the conference evaluations. The results were very positive.

2008 Joint Conference – CCPRO, NCAIR, and SCAIR

President Puterbaugh noted that Kim has worked very hard in the planning and preparation of the joint conference and has kept the CCPRO Executive Committee well-informed. However, this work has not been without its concerns. Subsequently, several concerns were expressed among the CCPRO Executive Committee members regarding the current status of the 2008 joint CCPRO/NCAIR/SCAIR conference and much discussion ensued.

President Puterbaugh suggested that for all 3 organizations to move in the same direction, the concerns will need to be discussed. After much discussion of several options, the committee decided that Mark would communicate our concerns to the other presidents for resolution and request a meeting of the presidents, president-elects, and the conference treasurer. Charlotte was suggested as a central location for the meeting.

Betty Adams emphasized that the meeting should be planned with an agenda of questions to be answered. Proposed financial responsibilities from each organization should also be presented at this meeting.

- If we continue this joint conference in the future, CCPRO would like for all three organizations to develop procedures that will guide the conference planners through this conference planning process in the future. Having established procedures that are agreed upon by all three organizations and readily available will enable the planners to be more efficient and will help them to avoid having to “reinvent the wheel” when planning the joint conference.

Discussion of other items regarding the joint conference:

Kim added that a recommendation has been made by the planning committee for the joint conference website to have a link to our website for individual CCPRO registration and for all vendor registrations for the spring conference. Paul agreed that he could take care of this. He asked that Kim forward pertinent information to him.

Kim shared information from the Vendor Committee. The Committee’s recommendations included that vendors arrange for their own internet access. The President-Elect of SCAIR responded, stating the hotel would like for the joint conference organization to be responsible for sharing information with the vendors and arranging for access with the hotel. In addition, some members of the joint conference planning committee have requested that we ask double the money for vendor participation than what we have typically received. Kim relayed communication from one vendor that if we requested more monies, that they would probably not pay the higher amount. Kim says she has collected a list of 70+ possible vendors, expecting that we would receive a favorable reply from about 10-15%. Kim and the Vendor Committee have been unable to move forward with vendors as costs and guidelines have not been agreed upon by the three organizations and finalized.

Kim thanked the board for all of their support.

Web-hosting contract:

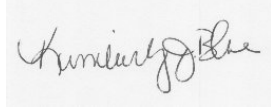
Mark inquired about the continuation of the web-hosting contract, stating we pay \$70 annually to Start Logic for hosting CCPRO’s website. Jennifer Ulz (Past CCPRO Treasurer) has been paying the bill with her personal credit card. She says she will continue to do this if need be since this is the only form of payment accepted by Start Logic. A suggestion was made for the CCPRO Treasurer to explore the possibility of having this amount drafted from CCPRO’s checking account each year in December.

Paul added that he has been very pleased with the assistance (when needed) that he has received from this company.

Membership:

Mark stated that several times per year, he receives phone calls or emails from community colleges requesting information on how to become a member of CCPRO. After reviewing the By Laws of CCPRO, it was apparent that those whose duties in the NCCCS include working in Institutional Research, Planning, or Institutional Effectiveness, are eligible for membership. After some discussion the Executive Committee agreed that collecting membership dues apart from registration and tracking members, non-members, updating lists, etc. would be more trouble than it's worth. For now, CCPRO will not recommend that membership dues be collected above and beyond the annual conference registration. Membership will continue to be awarded to those interested persons as is currently stated in the By-laws.

Deborah Grimes, Recorder for Kimberly Blue, Secretary

A handwritten signature in cursive script, appearing to read "Kimberly Blue", is placed on a light gray rectangular background.